Principal's Manual
Achievement Testing Program

June 1987 Administration

Student Evaluation and Records

Alberta
EDUCATION
Published April 1987

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ACHIEVEMENT TESTING PROGRAM

SECTION I: GENERAL INFORMATION

TEST SCHEDULE

Tuesday, June 9, 1987

Grade 3 Science (1 Test Booklet)	• Section 1	– 25 minutes
	• REST BREAK	– 20 minutes
	• Section 2	– 25 minutes (after the 20-minute break)
*Grade 6 Mathematics	• Section I (Booklet 1)	– 60 minutes
	• REST BREAK	– 20 minutes
	• Section II (Booklet 2)	– 2 minutes for each basic-fact test with a 2-minute REST BREAK between tests
*Grade 9 Social Studies	• 1 3/4 hours	

NOTE: It is recommended that all tests begin at 9:00 a.m.

*The French language versions must be administered at the same time as the English versions.

EXEMPTION FROM THE ACHIEVEMENT TESTING PROGRAM

Any exemptions should be identified by the principal and must be approved by the superintendent of schools. The only students who are to be excused from writing are those who belong to the following categories. If any students in these categories wish to write the achievement tests they may do so. However, their completed test materials SHOULD NOT be returned to the Student Evaluation and Records Branch.

1. Students who are enrolled in an approved program that has been designed for those with special needs.
2. Students who were taught the subject being tested in another semester or year.
3. Students who are enrolled in an English as a Second Language program.
4. Students whose language of instruction in the specific subject being tested is different than the language of the test.
5. Students who have been exempted for other reasons approved by the Director of the Student Evaluation and Records Branch.

IMPORTANT DATES

Adherence to the following timelines should ensure a smooth administration and prompt return of all the achievement tests.

May 25	• All achievement tests and testing materials will be shipped to the jurisdiction offices on this date.
May 28	• Contact the Student Evaluation and Records Branch at 427-5306 if no testing materials have been received by this date.
June 9	• Administer the achievement tests.
June 9	• The principal is to forward all completed test materials to the jurisdiction office by the end of the day. However, the written-response portion of the French Grade 9 Social Studies should remain in the school to be scored by the Grade 9 Social Studies teachers.
June 12	• The superintendent of the jurisdiction office is to forward all completed test materials to the Student Evaluation and Records Branch for marking along with the English 30 Part A, English 33 Part A, and Langue et Littérature 30 Part A diploma examinations.

IMPORTANT GUIDELINES FOR THE ACHIEVEMENT TEST ADMINISTRATION

1. All students in grades 3, 6, and 9 must write the achievement tests unless they have been granted exemption by the superintendent of the jurisdiction or by the Director of the Student Evaluation and Records Branch.
2. Written or used tests (including the multiple-choice answer sheets for the French language version of the Grade 9 Social Studies Achievement Test) must NOT be scored or duplicated prior to their return to the Student Evaluation and Records Branch. Answers are confidential and secured.
3. The written-response portion of the French Grade 9 Social Studies should remain in the school to be scored by the Grade 9 Social Studies teachers. Written-response scoring guides are provided for this purpose and will be included in the regular shipment of testing materials sent to the schools.
4. All unused test materials may remain in the school.
5. The schedule must be followed strictly except where prior permission has been granted.
6. Schools returning incomplete or illegible student test materials may receive statistical reports which are incomplete or inaccurate.
7. Students are not allowed to bring scrap paper into the classroom. The teacher supervising the test should provide any paper required for rough work.
8. The space provided for the "Class Code" is to be ignored by all schools that are not participating in a special study on the feasibility of reporting results at the instructional level. Complete the class code section only if you have been specifically requested to do so by the superintendent of your jurisdiction or by the Student Evaluation and Records Branch.

TEST RULES

1. Entrance to the Testing Room

   A student may not enter or leave the testing room without the consent of the teacher.

2. Material Exchanges

   Neither copying nor exchanging of material between students is allowed. Students must not talk, whisper, or exchange signs with one another.

3. Materials Allowed

   No notes, books, or papers may be brought into the testing room. RULERS AND CALCULATORS ARE NOT ALLOWED. Any scrap paper required by the students should be provided by the teacher supervising the test. Any revised work completed on additional sheets of paper must be stapled to the booklet and initialled by the teacher supervising the test.

4. Discussion

   Students may not discuss the test with the teacher, except when a portion of the test booklet is incomplete or illegible.

5. Classroom Security

   The rooms used for writing the tests must be free of diagrams, charts, maps, or other materials that could affect the students' performance on the test.

RESPONSIBILITIES OF THE SCHOOL JURISDICTION

1. Contact the Student Evaluation and Records Branch if you have not received your test materials by May 28, 1987.

2. Inspect the test materials received for your jurisdiction.

   - Open the box labelled "Packing Slip Enclosed."
   - Compare the materials received against the packing slip. If any error is noted, please contact the Student Evaluation and Records Branch at 427-5306. If you require additional materials please contact your Regional Office of Alberta Education or the Student Evaluation and Records Branch.
   - The "Principal's Manual" and "Teacher's Manual" are provided as samples of the materials supplied to principals and teachers. Extra test materials are provided should any school require them.
   - Maintain the security of the test materials until the testing date.
   - Materials for each school are packaged and labelled separately. If there is no carton for a given school, please contact the Student Evaluation and Records Branch IMMEDIATELY.

3. Deliver the test materials to each school prior to the testing date in sufficient time to enable the school to inspect its shipment.

4. Ensure that the tests are administered in accordance with *Examination Regulation 531/82* and any directives issued by the Director of the Student Evaluation and Records Branch.

5. Supervise the collection of test materials from schools.

6. Return the achievement test materials with the English 30 Part A, English 33 Part A, and Langue et Littérature 30 Part A diploma examinations immediately on June 12, 1987. The written-response portion of the French language version of the Grade 9 Social Studies test should remain in the school to be scored by the Grade 9 Social Studies teachers.

   Superintendents of jurisdictions in Zones 1, 4, 5, and 6 will return materials according to the Regional Office's instructions. Superintendents of jurisdictions in Zones 2 and 3 will return materials directly to the Student Evaluation and Records Branch receiving area at the Legislature Annex, 9718 - 107 Street, Edmonton. The receiving hours are 9:30 a.m. to 7:00 p.m.

   All materials are to be returned COLLECT by truck transport. Please do not return materials by mail or by bus as these transportation methods are unreliable. Each jurisdiction is responsible for all other costs incurred in carrying out the above responsibilities.

PRIVATE SCHOOLS

For each private school, the Education Consultant from the Regional Office of Alberta Education designated responsible for the duties of the superintendent for that school will attend to the responsibilities outlined for school jurisdictions. Students enrolled in private schools in Category I MUST write these tests, and students enrolled in Category IV schools ARE EXPECTED TO write these tests as well.

RESPONSIBILITIES OF THE PRINCIPAL

The principal of the school should:

1. Schedule the supervision of the tests and appoint presiding examiners.

2. Check all the test materials received against the enclosed packing slip. The shipment should contain the following materials:

   - Principal's Manual
   - Teacher's Manual
   - LIST OF STUDENTS WRITING
   - ABSENTEE AND EXEMPTION REPORT
   - Packing slip
   - Return envelope
   - *Examination Regulation 531/82*
   - Answer sheets
   - Test booklets

   NOTE: Packages of tests may NOT be opened until the testing date. However, the clear plastic wrap will enable you to count the tests before the testing date. Answer sheets should be inspected upon arrival. The number of tests sent should cover each school's enrolment plus an overage of 10 per cent. If your school has no students enrolled in the grade being tested, you may keep the test materials at your school or return them to the Student Evaluation and Records Branch.

3. Contact your jurisdiction or Regional Office of Alberta Education IMMEDIATELY if extra materials are needed. Contact the Student Evaluation and Records Branch at 427-5306 if errors have occurred.

4. Distribute the Teacher's Manuals and any other necessary materials to all teachers appointed to preside over a test.

5. Fill out the ABSENTEE AND EXEMPTION REPORT as follows:

   (a) If a student was exempted by the superintendent from writing a test, enter the student's name in the appropriate column of the ABSENTEE AND EXEMPTION REPORT.
   (b) If a student was absent but was not exempted from writing the test and should have written, enter the student's name in the column listing the absent students.
   (c) If a student was unable to complete a test due to illness or other extenuating circumstances, enter the student's name in the column listing the absent students.

   If insufficient quantities of this form were sent to the school, the form may be duplicated as required.

6. Complete the Statement of the Chief Presiding Examiner and describe any unusual circumstances that may have occurred, including instances where students were not able to complete a test due to illness or other extenuating circumstances.

7. Complete the packing slip and enclose it (in the return envelope) with the Statement of the Chief Presiding Examiner.

8. Ensure that the following used test materials are returned:

   - Grade 3 Science booklets
   - Grade 6 Mathematics (Booklet 2 only) (English and French versions)
   - Grade 9 Social Studies (English version) booklets and answer sheets
   - Grade 9 Social Studies (French version) answer sheets only
   - LIST OF STUDENTS WRITING
   - ABSENTEE AND EXEMPTION REPORT

   Any unused test materials may remain in the school.

9. Supervise the administration and packaging of tests according to the instructions given to teachers. Ensure that the test rules and examination regulations are followed.

10. Forward the required test materials to the jurisdiction office after the last test has been completed.

SECTION II:

SPECIFIC INFORMATION FOR

ADMINISTERING

THE ACHIEVEMENT TESTS

RESPONSIBILITIES OF THE TEACHER

1. Administer the tests according to the procedures outlined in this manual.

2. Ensure that the required information is complete and accurate. Each identification page should include the student's proper legal name, school name, and school code in the appropriate sections. The specific provincial school code is available from the principal. The correct school code will ensure that you receive the appropriate school results. NOTE: You are not required to provide a class code for this administration.

3. Complete the LIST OF STUDENTS WRITING. Use one form for each class. Enter the names of the students in alphabetical order. Do not submit a duplicated school class list. PLEASE ENSURE THAT THE NAME ENTERED ON THE LIST IS THE SAME AS THE NAME THE STUDENT WROTE ON THE TEST MATERIALS.

4. ALPHABETIZE EACH CLASS SET OF:

   - Grade 3 Science booklets
   - Grade 6 Mathematics Booklet 2
   - Grade 9 Social Studies (English) booklets with answer sheets enclosed
   - Grade 9 Social Studies (French) answer sheets ONLY

5. Forward the following to the principal:

   - LIST OF STUDENTS WRITING
   - names of students absent (names of students exempted will appear on the Absentee and Exemption Report completed by the principal)
   - alphabetized class sets of completed test materials

6. Ensure that the test rules are followed. Document any unusual circumstances and inform the principal so that these may be included in the Statement of the Chief Presiding Examiner.

Grade 3 Science Achievement Test
Directions for Administering Test

Alberta EDUCATION

DATE

June 9, 1987 (morning)

TOTAL TIME REQUIRED

70 minutes (allow the students a REST BREAK of 20 minutes)

Section 1	- 25 minutes
REST BREAK	- 20 minutes
Section 2	- 25 minutes
	70 minutes

MATERIALS REQUIRED

By the student: test booklet, HB pencil, eraser
By the teacher: extra test booklets, HB pencils, erasers, scrap paper

ALL WORK MUST BE DONE IN THE TEST BOOKLET.

TEST BOOKLET CHECK

Before the testing period begins, have the students check their test booklets to ensure that their booklets do not have missing or misprinted pages. Faulty booklets should be replaced from the supply of extra booklets.

MATERIALS NOT ALLOWED

Students should not have access to textbooks, notes, charts, rulers, or science equipment.

STUDENT IDENTIFICATION SECTIONS

The teachers (examiners) are requested to fill in the student identification on the back cover as follows:

NAME: For each student, print their first name, initial, and last name in the boxes provided and then darken the corresponding circles under each box.

SCHOOL: Enter the name of the school.

CITY/TOWN: Enter the name of the city or town where the school is located.

DATE OF BIRTH: Enter the date of birth for each student.

SEX: Fill in the appropriate circle.

SCHOOL CODE AND CLASS CODE: Fill in the school code and darken the appropriate circle below each digit of the school code. Your school code is available from the principal. Ignore the space provided for the class code.

See page 10 for a sample.

DIRECTIONS AS FOUND IN TEST BOOKLETS

Read the General Information page to your students.

SECTION 1

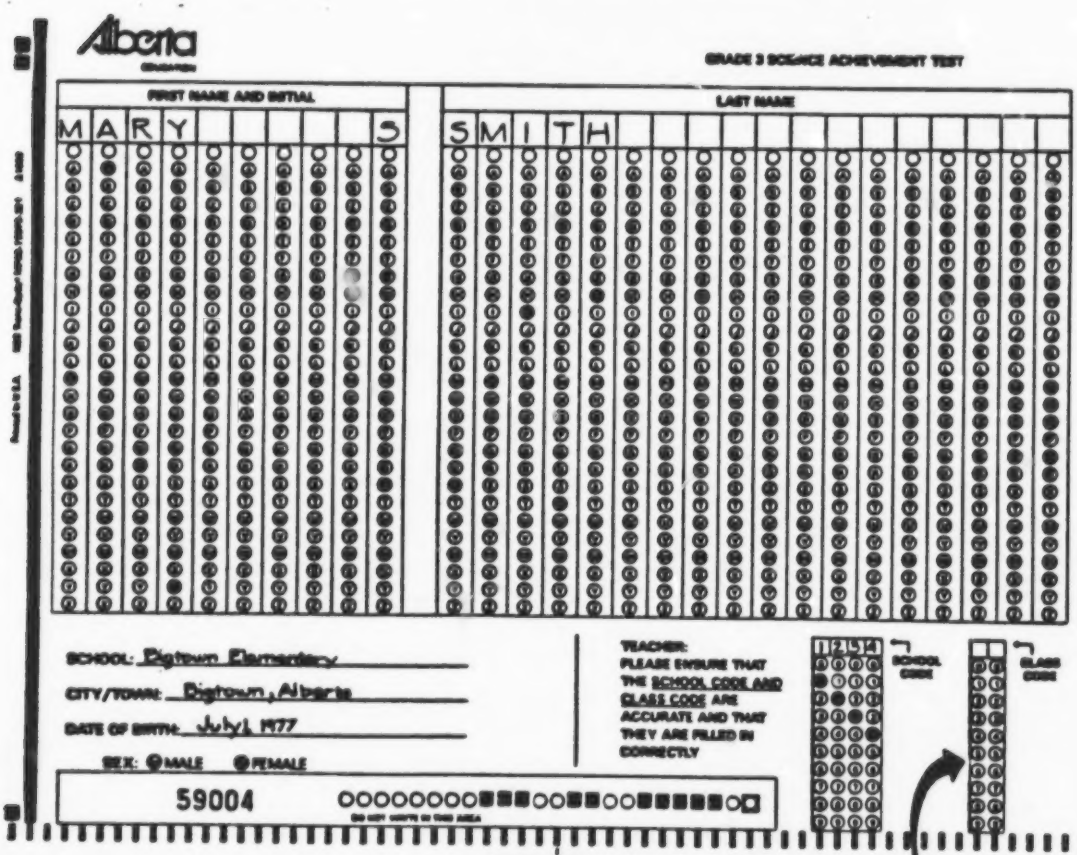
- Read the Directions page aloud to the students as they read it silently.
- Be certain that all the students understand how to record their answers before starting Section 1.
- ALLOW THE STUDENTS 25 MINUTES ONLY TO DO SECTION 1.
- Give the students a REST BREAK of 20 minutes prior to proceeding with Section 2.

SECTION 2

- If necessary, review the directions on the Directions page before administering Section 2.
- ALLOW THE STUDENTS 25 MINUTES ONLY TO DO SECTION 2.

RETURN OF MATERIALS

Prior to returning all testing materials to the principal's office, scan each student identification sheet for possible errors. Alphabetize the test booklets by class and return each class set to the principal with the LIST OF STUDENTS WRITING.


Alberta
GRADE 3 SCIENCE ACHIEVEMENT TEST
FIRST NAME AND INITIAL
MARY S
LAST NAME
SMITH
SCHOOL: Pigtown Elementary
CITY/TOWN: Pigtown, Alberta
DATE OF BIRTH: July 1 1977
SEX: MALE FEMALE
59004
TEACHER:
PLEASE ENSURE THAT THE SCHOOL CODE AND CLASS CODE ARE ACCURATE AND THAT THEY ARE FILLED IN CORRECTLY
SCHOOL CODE
CLASS CODE
This space is for use in a pilot study.
Do not complete this section unless you
have been specifically requested to do so.

Grade 6 Mathematics Achievement Test
Directions for Administering Test
(English & French)

Alberta EDUCATION

DATE

June 9, 1987 (morning)

ACTUAL WRITING TIME

70 minutes (Section I – 60 minutes; Section II – 10 minutes)

MATERIALS REQUIRED

By the student: two separate test booklets – Booklet 1 and Booklet 2, HB pencil, eraser, scrap paper

By the teacher: extra test booklets, supply of HB pencils, erasers, scrap paper

MATERIALS NOT ALLOWED

Students may NOT use calculators.

TEST BOOKLET CHECK

Before the testing period begins, have the students check their test booklets to ensure that their booklets do not have missing or misprinted pages. Faulty booklets should be replaced from the supply of extra booklets.

STUDENT IDENTIFICATION SECTIONS (The back cover of Booklet 2)

NAME: Have the students print their first names and initials and last names in the boxes on the back cover of Booklet 2. Have the students darken the appropriate circle below each letter of their names.

SCHOOL: Have the students print the name of their school.

CITY/TOWN: Have the students print the name of the city or town where the school is located.

DATE OF BIRTH: Have the students print their date of birth.

SEX: Have the students fill in the appropriate circle.

SCHOOL CODE AND CLASS CODE: Have the students print the school code. Your school code is available from the principal. Have the students darken the appropriate circle below each digit of the school code. Ignore the space provided for the class code.

See page 13 for a sample.

GENERAL INSTRUCTIONS

Booklet 1 contains Section I which consists of 55 multiple-choice questions covering subject strands and problem-solving strategies. Students are required to record their answers on the answer sheet provided on the back cover of Booklet 2.

Booklet 2 contains Section II which consists of five basic-fact tests. The back cover of this booklet is the answer sheet for Section I.

Students are required to record the answers for basic-fact questions right in the test booklet.

SPECIFIC INSTRUCTIONS

FOR SECTION I IN BOOKLET 1

1. Read the General Information page to the students.
2. Read the Directions on page 1 to the students.
3. Be certain that all students understand how to record their answers before commencing with Section I.
4. Tell the students to turn to page 3 of Booklet 1 and locate the back cover of Booklet 2.
5. When all students are ready, tell them to begin.
6. Allow the students 60 minutes to do Section I.
7. Give the students a REST BREAK of 20 minutes prior to going on to Section II.

FOR SECTION II IN BOOKLET 2

1. Give the students at least TWO HB pencils in case one pencil breaks during the writing of the test.
2. Read the information on page 1 to the students.
3. Read the directions on page 3 to the students.
4. Be certain that all students understand how to record the answers.
5. Tell the students to turn to the Addition page (page 4).
6. When all students are ready, tell them to begin.
7. Allow students EXACTLY TWO MINUTES to do addition.
8. WHEN THE TWO MINUTES ARE UP, TELL THE STUDENTS TO STOP AND CLOSE THE TEST BOOKLETS.
9. Give the students a REST BREAK of two minutes prior to going on to the next basic-fact test.
10. For subtraction, multiplication, division, and mixed operations, follow the procedures outlined in the directions in numbers 5 to 9.

RETURN OF MATERIALS

Before returning the test materials to the principal, please read the pages on the Responsibilities of the Teacher. Only Booklet 2 must be returned. Booklet 1 may remain in the schoool. Alphabetize Booklet 2 by class. Return each class set to the principal with the LIST OF STUDENTS WRITING.

Alberta
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GRADE 6 MATHEMATICS ACHIEVEMENT TEST
ANSWER SHEET FOR SECTION I

FIRST NAME AND INITIAL: MARY S

LAST NAME: SMITH

1 A B C D	16 A B C D	31 A B C D	46 A B C D
2 A B C D	17 A B C D	32 A B C D	47 A B C D
3 A B C D	18 A B C D	33 A B C D	48 A B C D
4 A B C D	19 A B C D	34 A B C D	49 A B C D
5 A B C D	20 A B C D	35 A B C D	50 A B C D
6 A B C D	21 A B C D	36 A B C D	51 A B C D
7 A B C D	22 A B C D	37 A B C D	52 A B C D
8 A B C D	23 A B C D	38 A B C D	53 A B C D
9 A B C D	24 A B C D	39 A B C D	54 A B C D
10 A B C D	25 A B C D	40 A B C D	55 A B C D
11 A B C D	26 A B C D	41 A B C D	
12 A B C D	27 A B C D	42 A B C D	END OF SECTION I
13 A B C D	28 A B C D	43 A B C D	
14 A B C D	29 A B C D	44 A B C D	
15 A B C D	30 A B C D	45 A B C D	

SCHOOL: Bigtown Elementary

CITY/TOWN: Bigtown, Alberta

DATE OF BIRTH: July 1, 1977

SEX: ● MALE ○ FEMALE

TEACHER:
PLEASE ENSURE THAT THE SCHOOL CODE AND CLASS CODE ARE ACCURATE AND THAT THEY ARE FILLED IN CORRECTLY

SCHOOL CODE: 1 2 3 4

CLASS CODE:

33947

DO NOT WRITE IN THIS AREA

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Do not complete this section unless you have been specifically requested to do so.

Grade 9 Social Studies Achievement Test
Directions for Administering Test

Alberta EDUCATION

DATE June 9, 1987 (morning)

NOTE The procedures for administering the Grade 9 French language version of the Social Studies Achievement Test are identical to those outlined for the English version.

TIME ALLOTTED 1 3/4 hours

MATERIALS REQUIRED

By Student: For Part A: test booklet, HB pencil, eraser, answer sheet
For Part B: a blue or black pen

By Teacher: Extra test booklets and answer sheets, HB pencils, erasers, pens, scrap paper

TEST BOOKLET CHECK Before the testing period begins, have the students check their test booklets to ensure that the booklets do not have missing or misprinted pages. Faulty booklets should be replaced from the supply of extra booklets.

IDENTIFICATION Have the students enter the required information in the spaces provided on the answer sheet. They should enter their name, city or town where the school is located, and the school code. Your provincial school code is available from the principal. Providing complete and accurate information will ensure that the school receives the appropriate results. Please ignore the space provided for the "Class Code" as this information will not be required for this administration.

Please ensure that the 5-digit number on each student's Part A multiple-choice answer sheet is printed in the two designated places of the Student Identification Box on the back cover of the test booklet. See page 16 for a sample.

(Directions continued on next page)

GENERAL INSTRUCTIONS

PART A

- Part A contains 60 multiple-choice items.
- This part is worth 70% of the total test score.
- Ensure that the students use an HB pencil to mark the CORRECT or BEST answer for each question on the answer sheet provided.

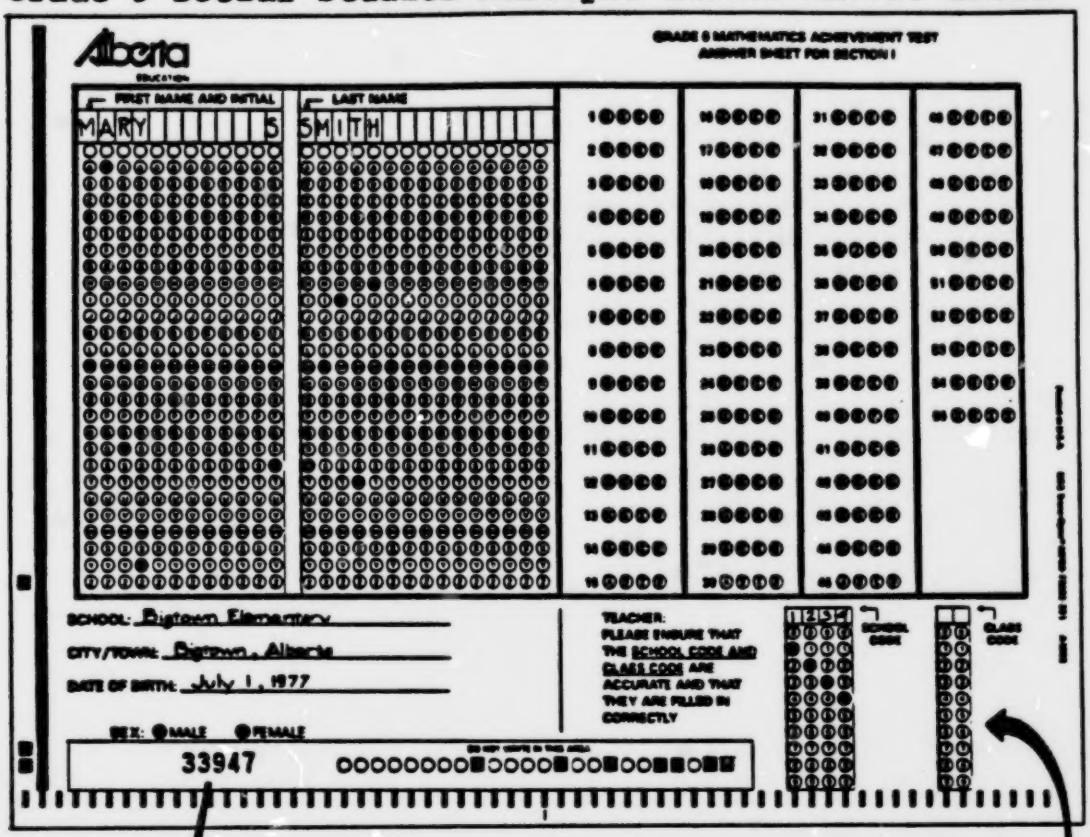
PART B

- Part B contains the written-response section which is worth 30% of the total test score.
- The finished work must be written in the space provided. NO MARKS WILL BE GIVEN FOR ROUGH WORK.
- The finished work should be done in blue or black ink.
- If a student requires additional paper to complete the finished work, the teacher must initial the paper and staple it to the booklet.
- Students may make changes directly on their revised work.
- For the English version of the tests, ensure that the students place their answer sheets under the back cover of the test booklets when they have completed the test or when the writing time has elapsed. Alphabetize the booklets by class.
- For the French language version, alphabetize the answer sheets and return them to the principal. NOTE: Scoring guides have been provided to be used by Grade 9 Social Studies teachers in scoring the written-response portion of the test.

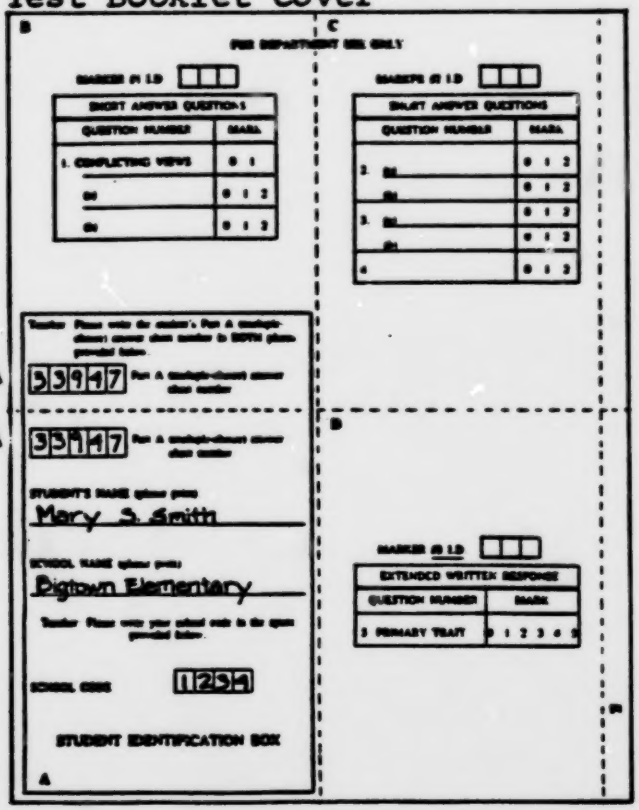
RETURN OF MATERIALS

Before returning the test materials to the principal, please read the pages on the Responsibilities of the Teacher. Return the alphabetized booklets and answer sheets to the principal.

Grade 9 Social Studies Multiple-Choice Answer Sheet



Grade 9 Social Studies Test Booklet Cover



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ALBERTA EDUCATION CONTACTS

Questions or comments regarding the administration of the 1987 Achievement Testing Program should be addressed to :

Bob Luger
Co-ordinator, Examination Services
Student Evaluation and Records Branch, Alberta Education
Devonian Building, West Tower
11160 Jasper Avenue
Edmonton, Alberta T5K 0L2
Phone: 427-5306

or to the nearest Alberta Education Regional Office:

Grande Prairie Regional Office
5th Floor, Nordic Court
10014 - 99 Street
Grande Prairie, Alberta T8V 3N4
Phone: 538-5130

Calgary Regional Office
12th Floor, Rocky Mountain Plaza
615 Macleod Trail, S.E.
Calgary, Alberta T2G 4T8
Phone: 297-6353

Edmonton Regional Office
8th Floor, Harley Court
10045 - 111 Street
Edmonton, Alberta T5K 1K4
Phone: 427-2952

Red Deer Regional Office
3rd Floor West, Provinical Building
4920 - 51 Street
Red Deer, Alberta T4N 6K8
Phone: 340-5262

Lethbridge Regional Office
Provincial Building
200-5th Avenue, South
Lethbridge, Alberta T1J 4C7
Phone: 381-5243